

City Manager..... (802) 334-5136
City Clerk / Treasurer..... 334-2112
Public Works..... 334-2124
Zoning Adm. / Assessor..... 334-6992
Recreation / Parks..... 334-6345
Fax..... 334-5632



City of Newport
222 Main Street
Newport, Vermont 05855
www.newportvermont.org

Help Wanted
City of Newport, Vt.
Director of Recreation

The City of Newport, Vt., is conducting a search for the position of Director of Recreation. A recreation professional with top-notch administrative skills and a sense of humor will thrive in this vibrant community. This creative and resourceful Director will have a successful approach operating high-quality programs that meet the expectations of a dynamic community. The Director will join an energized leadership team with a strong track record and who are committed to providing excellent services to the City of Newport. Newport City is establishing itself as a destination known for adventurous outdoor recreation and great restaurants.

The successful candidate will be experienced in recreational programming; being able to plan, lead, instruct and supervise recreational activities and varied sports for various ages and groups. Knowledge of the principals and methods of community recreation administration a plus. Among the responsibilities are supervising the Summer Camp program, seasonal Ice rink, municipal gym, annual events, special events and additional programming creatively developed by the new Director. Experience working with youth, and groups to organize events is desired. A bachelor's degree in recreation administration, leisure services, or a closely related field; and two years' experience in supervising recreation programs, or any equivalent combination of education and experience is preferred. The job requires evening and weekend work, and personal transportation. Work is both inside and outside throughout the year.

Must have comfort with technology and knowledge of spreadsheets and word document programming, along with various new and existing reservation software. The successful applicant is subject to a criminal record check and a background check.

Wages/salary: Based on experience and education.

Benefits include health insurance, life and disability insurance, retirement, leave time, paid holidays, and flexible scheduling.

A Newport City job application, cover letter, and resume are required as part of the application packet. Application packets can be found on the city's website at <https://www.newportvermont.org/city-information/jobs/>

Application packets are due no later than Friday, July 16, 2021, at 12:00 noon. Applications may be submitted to the City Manager Laura Dolgin, 222 Main St., Newport, Vt. 05855 or emailed to Laura.dolgin@newportvermont.org

The City of Newport Vermont is an EOE.

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CITY OF NEWPORT
RECREATION DEPARTMENT
Council Approved: June 21, 2021

Job Title: Director of Recreation

Reports to: City Manager

Nature of Work: Responsible for the leadership, planning and development, administration, supervision, and implementation of the Newport City Recreation Department; its programs, events, and activities for all segments of the Newport City population. This professional position is considered a member of the senior management team within the City of Newport. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Essential Job Functions:

- Market Parks & Recreation facilities and activities by preparing and distributing promotional material through radio, news, social media, banners and printed material, as well as representing the Department for in person and online presentations.
- Assist the general public with program registration, point of sale, facility booking, scheduling questions and other general inquiries.
- Develop, plan, promote, execute and evaluate community programs and events.
- Recruit, hire, train and provide supervision for all department employees and volunteers.
- Develop content, monitor and perform ongoing maintenance of recreation management softwares (MyRec and Premier Campground) and electronic marquee (Daktronics).
- Develop content and maintain the department's website and social media pages to reflect program, event, facility updates and other relative news for the municipality.
- Manage all transactions processed through the Recreation office including daily cash-ups, deposits and invoices.
- Monitor the Department's operating budget, debt service, and capital budget; and prepare written reports as needed, including the annual Department Report for the City Annual Report
- Perform light clean-up or general maintenance at event sites as needed.
- Monitor inventory of supplies/equipment for programs and events, identify future needs for purchase.
- Administer Mooring Management during absence of Harbormaster.
- Generate an annual capital plan as well as short and long range plans for recreational planning.
- Write, track, report on grants to support recreational programming and infrastructure.
- Maintain accurate records for expenses.
- Work closely with the Newport Recreation committee and foster a strong relationship.
- Maintain cooperative working relationships with internal and external colleagues and customers.
- Evaluate programming and services annually
- Attend meetings as requested by the City Manager.
- Participate in department head meetings and contribute to verbal and written evaluations.
- Work collaboratively with city employees and community groups to ensure good public relations and the smooth execution of programs and events.
- Coordinate activities with the Public Works Department to ensure safe and appropriate conditions for city events.

- Maintain high standards for safety at all times, and work in accordance with professional recreational practices and standards.
- Be alert to equipment and facility conditions and address maintenance or repair needs in a timely manner with the Director of Public Works.
- Perform other duties as requested.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, orally and in writing.
- Ability to deal effectively and diplomatically with the general public.
- Ability to understand City policy and administer regulations firmly, tactfully and impartially.
- Ability to perform duties without constant and direct supervision.
- Ability to work with technology such as computers, cell phones, telephones, calculators; and learn new software programs, including knowledge of Microsoft Office products, Adobe Standard, Weebly, Facebook and Google Drive. Knowledge of MYRec and/or Premier Campground management software is a plus.
- Ability to maintain accurate records and confidentiality.
- Ability to recruit, train, and supervise subordinate personnel efficiently and effectively.

Physical Demands:

- Physical ability to withstand prolonged standing, kneeling, lifting and pulling. Ability to lift 50lbs.
- Willingness to work irregular hours in an outdoor setting, sometimes with exposure to weather extremes including long periods of sun, heat, rain and freezing temperatures.
- This position requires some evening, weekend, and holiday hours in addition to the regular work week.

Minimum Qualifications & Experience:

Must be at least 18 years of age.

High School diploma and at least 4 years related experience or

Bachelor's degree in Recreation, Leisure Services, Park Administration and two years experience, or an equivalent combination of education and experience in a related field.

Must be, or able to become certified in CPR, First Aid & AED.

National Recreation & Parks Certification as a Parks & Recreation Professional is a plus.

Must submit to and successfully pass a Criminal Record Check & Background Check.

Must possess a valid Driver's License.

Disclaimer: The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned with or without notice at any time.

The job description is neither an employment contract nor a promise of work for any specific length of time. A criminal background check is required as a condition of hire.

The City of Newport is an equal opportunity employer.



City of Newport
Employment Application

Last Name _____ First Name _____ MI _____

Street Address _____

City/State/Zip _____

Email Address _____ Contact Number _____

If an offer of employment is made, can you submit proof that you are permitted to work in the US under federal law? Yes _____ No _____

(Note: if you are hired, you must furnish valid documentation that you are legally entitled to work in the US)

Type of work desired: _____

Other positions for which you believe you may be qualified _____

Date Available _____

High School, Trade, Business School or College Attended	No. of Years or Grades Completed	Degrees Earned or Expected	Major Courses of Study	GPA/Major

Employer	Job title/work description	Dates Employed	Why did you leave?

Military Information:

Are you a veteran of the US Military Service? Yes____ No____
If so, indicate branch _____ Dates _____

Military training & experience relevant to the job applied for: _____

Other Skills/Training: Describe your skills, experience, certifications, or other training that are relevant to the job sought (including membership in any trade organization or professional societies). _____

Professional References (Name, phone number/email, title /employer)

Any additional Information

Is a resume attached? Yes____ No____

Certification by Applicant (Read carefully before signing)

All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may be cause for rejection or, if employed, may be just cause for dismissal. I hereby authorize any former employer, person, firm, corporation or educational institution listed herein including the municipality to answer any and all questions and provide documents and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am hired, my employment shall be completely voluntary and may be terminated at will at any time for any nondiscriminatory reason upon notice by either myself or the municipality. I agree to comply with all reasonable rules of the municipality as a condition of employment.

Applicant's signature

Date

City of Newport is an equal opportunity employer. It is the policy of this municipality to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, national origin, ancestry, place of birth, age, marital status, pregnancy status, genetic information, physical or mental condition, HIV status, veteran status, sexual orientation, gender identity, or other category protected by state or federal law. No question is asked on this application or during the application process for the purpose of excluding any applicant due to the aforementioned protected categories or other category protected by state or federal law.